

ROUTE 18
TRANSPORTATION IMPROVEMENTS

**COMMUNITY
PARTNERING TEAM**

CITY OF NEW BRUNSWICK

STEERING COMMITTEE MEETING REPORT NO. 10

PROJECT: ROUTE 18 - Section 2F, 7E, and 11H
City of New Brunswick
Middlesex County, New Jersey

PLACE: Council Chambers, City Hall
City of New Brunswick, NJ

DATE: April 28, 2003

SUBJECT: Steering Committee Meeting No. 10

ATTENDEES:

Mr. Steve Lavelle (SL)	New Jersey Department of Transportation	609-530-3762
Mr. Bill Birch (BB)	New Jersey Department of Transportation	609-530-3003
Ms. Luciana Costa Toller (LC)	New Jersey Department of Transportation	609-530-8244
Ms. Pamela Garrett (PG)	New Jersey Department of Transportation	609-530-2721
Mr. Stephen Mikulak (SM)	New Jersey Department of Transportation	609-530-6558
Mr. Thomas Loughlin (TL)	City of New Brunswick	732-745-5007
Mr. Paul Nowicki (PN)	Gannett Fleming, Inc.	908-755-0040
Mr. Darryl Johnson (DJ)	Gannett Fleming, Inc.	908-755-0040
Mr. Jeff Grob (JG)	Vollmer Associates	212-366-5600
Ms. Martine Culbertson (MC)	M.A. Culbertson, LLC	856-795-8485

SUMMARY:

To discuss the project status and schedule; review design modifications; discuss outstanding issues and matrix of recommendations and actions; and determine agenda for the next CPT Meeting (agenda attached).



POINTS OF DISCUSSION:

1. (SL) began the meeting asking Paul to provide the project status. PN presented the following update:
 - (a) PDS (preliminary design submission completed in March.
 - (b) Environmental CAM (contract modification) has been executed for environmental work to be conducted such as water quality, Green Acres permitting, and archeological studies.
 - (c) Comments have been received from the SME's and NJDOT internal is addressing substandard design elements and geometrics.
 - (d) (DJ) noted the Green Acres Hearing set for Wednesday, April 30th from 7-9 pm. It has also been advertised as the Reforestation public forum. Both are DEP permitting requirements which NJDOT and the project team are providing assistance. Environmental permit applications to be submitted to DEP in July, 2003.
 - (e) Archeological studies are scheduled for June, 2003. A request was made to publicize the dig, however care must be taken to protect the site. Coordination with Middlesex County Historical Society (Anna Ashkenes) and New Brunswick Historical Society (Bob Belvin) is needed. (SL) and (BB) requested a press release be issued by (SM) for the Green Acres meeting, Reforestation public forum, and to provide information on the archeologic work to be done in June.
ACTIONS
 - (f) The contamination site is an outstanding issue. J&J is reviewing the report. DEP has not submitted a work plan to date. Final site plan is due by August. The parcel should be separated from the other acquisitions to minimize any potential delays in the project schedule. (SL) to elevate this issue in NJDOT to emphasize its importance and priority with DEP and PSE&G.
ACTION.
2. (SL) noted on 4/14/03 the Mayor was briefed on the project status and funding. Regarding letters of support for the project, (TL) responded that one has been sent to the Governor and (SM) noted that the Transportation Board of Freeholders has also submitted a resolution of support for the Route 18 project.
3. Regarding the key action items for (TL):
 - (a) The access letter for the Police Station has been submitted.
 - (b) Revised wording for the noise wall option not needed.
 - (c) The letter of resolution for the right out and pedestrian overpass at Richmond has been submitted.
 - (d) A new display board has been present to (TL) by Gannett Fleming. (TL) has spoken to Tov Manor and there is on-going discussion of acquisition of the property necessary for the roadway connection. (TL) to schedule follow-up meeting. NJDOT offered to assist in addressing the parking options possible for Tov Manor if needed. ACTION
4. Regarding the key action items for (BB):
 - (a) There is on-going coordination regarding the contamination site.
 - (b) The parcels have been released for appraisal and right-of-way.
 - (c) (BB) has spoken with Dave Cook regarding the status report which is under development. Notices have been sent out to property owners. ACTION
 - (d) The access has been resolved with Rutgers. Right-of-way coordination is on-going with Frank Wong.
 - (e) (BB) will send out response to comment letters once received by Gannett Fleming. ACTION
 - (f) (SL) and (TL) to receive drafts of the Streetscape booklet given to Gannett Fleming from (JG). The draft copies are to be examined to determined whether they should be circulated before or after final design has been completed. The booklet does present an understanding of the community process for the development of architectural treatments for the project.
 - (h) CAM 7 has been executed.

5. Regarding the key action items for Gannett Fleming:
 - (a) (SL) requested copies of all meeting minutes with DEP to be distributed to BB, PG, and SL. ACTION
 - (b) PN to complete responses to comments and email to the Steering Committee for review.
 - (c) (SL) directed the use of right-of-way funds to be used for demolition of Police Station site and other parcel in lieu of waiting for construction funds. ACTION
 - (d) Preliminary design for Newell and Phelps Avenue has been completed.
 - (e) The roadway design near the Agnew House has been refined so the Agnew House will not be directly impacted. PN to send refined plans to PG so she can coordinate with SHPO and the property owner, Eugenia Babiak. ACTIONS
 - (f) Cost savings have been investigated and submitted to NJDOT for review.
 - (g) Constructability review is to be scheduled later under the new process.
6. Regarding key action items for M. A. Culbertson:
 - (a) (SL) and (MC) met and developed recommendations matrix. Revised matrix is attached for review by the Steering Committee. ACTION
 - (b) (MC) will follow-up with Tom Kelso to determine a CPT alternate for the Dewey Heights neighborhood to attend future CPT meetings. ACTION
 - (c) (MC) will contact new NJDOT support staff for the CPT such as resident engineer to be assigned to project, QA Team leader, and Traffic Safety. NJDOT support staff to be members of the CPT: Meg Palmer, Jim Tipone, Lee Steiner, Chris Barretts, and someone from Traffic Ops as directed by Rod. In addition, (MC) will contact local police, fire, school, and EMS representatives to add to the team including Ward Sterling Board of Education rep, and EMS coordinator for Wood Johnson and St. Peters. (MC) will contact and provide CPT Handbooks. ACTIONS
 - (d) (MC) will revise CPT members lists and handbook materials for distribution at next CPT meeting. ACTION
7. Albany Street bike underpass has been designed using a four sided 10 x 14 box and meets FHWA requirements and constructability. Conceptual aesthetic treatments to be developed by JG once given the final concept design by Gannett Fleming. SL requested concepts to be presented at the next CPT meeting and further coordination with the CPT Corridor Aesthetics Group will occur if needed. ACTION
8. (BB) has coordinated with Rutgers regarding the driveway at George Street.
9. (SL) requested that Gannett Fleming and the City set up meeting to discuss the jurisdictional agreements proposed for the project, especially those which may impact final design plans. ACTION
10. The next CPT meeting is to be scheduled as soon as possible, tentatively the last week of May. the agenda items to present: Final Design changes to date, review on-going issues, provide PIC feedback on comments, Green Acres results, present proposed cost savings refinements, and introduce archeological studies to be conducted and the construction staging and traffic management schemes. ACTIONS
11. Materials to be provided for CPT Meeting: the model, revised IPA map, traffic staging sequence plan, diagrams of the proposed architectural treatments for the project and the potential concepts for the Route 27 underpass architectural treatment. ACTIONS
12. The committee discussed potential locations for the next CPT Meeting. (MC) will investigate availability and logistics. (PN) suggested a future meeting to be held at the log cabin or Indian tavern with a presentation on the archeological findings in the project. ACTION
13. (SL) adjourned the meeting at 1:00 p.m. emphasizing need for Steering Committee members to review the suggested cost refinements and to review the PIC comments and send revisions to (BB) for final distribution of comments to the public.

KEY ACTION ITEMS

Steve Lavelle

- (1) Elevate the contamination site issue in NJDOT in order to make it a priority for DEP and PSE&G.

Steve Mikulak

- (1) To issue press release on the Green Acres and reforestation public meetings and a press release to announce the archeological work to be conducted in the corridor.

Tom Loughlin

- (1) (TL) to schedule follow-up meeting with Tov Manor. NJDOT is available assist in addressing the parking options if needed.
- (2) Obtain draft Streetscape booklet and proposed cost savings refinements from Gannett Fleming.

Bill Birch (Luciana Costa-Toller)

- (1) Coordinate with (PG) and (SL) on action plan for contamination site.
- (2) Follow-up with Dave Cook on project right-of-way status report.
- (3) Use right-of-way funds to move acquisition and early demolition of requested parcels.
- (4) Send out response to comment letters once obtained from Gannett and reviewed.
- (5) Review draft streetscape booklet once obtained from Gannett.
- (6) Review proposed cost savings refinements from Gannett Fleming

Jeff Grob

- (1) Create architectural treatment concept for the Route 27 bike/pedestrian underpass.
- (2) Provide updated proposed architectural rendering for handbooks and next CPT meeting.

Gannett Fleming

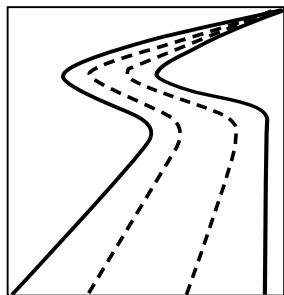
- (1) Distribute DEP meeting minutes on contamination site and send to (BB), (PG), (SL) and (TL).
- (2) Complete responses to PIC comments and send to (BB) for review and distribution.
- (3) Conduct on-going coordination with Rutgers on access issues and jurisdictional agreements.
- (4) Send revised plans for the area near the Agnew House to (PG) for coordination with SHPO.
- (5) Use right-of-way funds for acquisition and early demolition of requested parcels.
- (6) Initiate jurisdictional agreement meetings with the City, Rutgers and County for the project.
- (7) Update model and provide traffic staging schemes for next CPT meeting.
- (8) Provide updated IPA map for CPT Handbooks.

Martine Culbertson

- (1) Follow-up with Tom Kelso to determine alternate for Dewey Heights neighborhood.
- (2) Contact NJDOT staff and new community CPT members and provide CPT Handbooks.
- (3) Revise CPT members lists and materials for next CPT meeting.
- (4) Conduct reminder calls for the Green Acres public meeting and to schedule next CPT Meeting.

We believe the foregoing to be an accurate summary of discussions and related decisions. We would appreciate notification of exceptions or corrections to the minutes within three (3) working days of receipt. Without notification, we will consider these minutes to be record of fact.

Martine Culbertson
CPT Facilitator



ROUTE 18
TRANSPORTATION IMPROVEMENTS

**COMMUNITY
PARTNERING TEAM**

CITY OF NEW BRUNSWICK

STEERING COMMITTEE MEETING NO. 10

AGENDA

April 28, 2003

City of New Brunswick, City Hall Council Chambers, 11:00 a.m.

Objective: To discuss the project status and schedule, review design modifications; discuss outstanding issues and matrix of recommendations and actions; and determine agenda for the next CPT Meeting.

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| 11:00 a.m. | I. Welcome and Introductions | |
| | • Agenda and Goals | Lavelle |
| | • Project Status | Birch/Nowicki |
| 11:30 a.m. | II. Project Items | |
| | • Design Modifications | Nowicki/Johnson |
| | • Outstanding Issues | Nowicki |
| | • Environmental/Agency Coordination | Garrett |
| | • Recommendations and Actions Matrix | Culbertson |
| | • Agenda for next CPT Meeting | Culbertson/Mikulak |
| 12:30 p.m. | III. Summary and Close | |
| | • Project Action Items / Schedule | Birch/Nowicki |
| | • Closing Comments | Lavelle |



State of New Jersey Department of Transportation

Division of Project Management